



Job Description

TITLE:	VOLUNTEER COORDINATOR		
DEPARTMENT:	CITY CLERK	REPORTS TO:	CITY CLERK
STATUS:	VOLUNTEER	EFFECTIVE DATE:	APRIL 16, 2015

JOB SUMMARY

Under the general direction of City Clerk, plans, develops and manages the City of Sequim Volunteer Program and marketing to increase public awareness of volunteer opportunities at the City of Sequim. Provides oversight of program operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The person in this position performs duties and responsibilities, which may include but are not limited to any combination of the following tasks:

- Define and develop volunteer positions
- Recruit, train and coordinate the activities of volunteers. Sets up work schedules and monitors workload
- Monitor and review volunteer performance and may oversee internal communication and volunteer recognition programs
- May coach and counsel volunteers and staff on all relevant personnel issues and concerns
- May prepare newsletters as well as reports and presentations
- Assist in developing volunteer policy relating to program development
- Submit monthly timesheets
- Other duties as assigned

EDUCATION and EXPERIENCE

Experience in volunteer or project management. Previous public sector work or volunteer experience desired.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of recruitment, selection and supervision techniques
- Ability to relate to and work with a broad and varied population
- Ability to apply policies and procedures to varying situations
- Strong customer service orientation
- Ability to communicate effectively, both orally and in writing, including ability to speak in front of groups.

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

Possession of or the ability to obtain and maintain throughout employment a valid Washington State driver's license, along with proof of insurability.

PHYSICAL ABILITIES

The employee may be required to sit at a work station for extended periods of time, frequently using a computer and/or the phone. This individual must have the ability to:

- Hear at a normal level (or with accommodations);
- Verbally communicate in person and by telephone;
- Stand, walk, and drive as needed throughout day; and
- Occasionally lift, carry and put away parcels weighing up to 25 pounds.

SPECIAL REQUIREMENTS and/or CERTIFICATIONS

Satisfactory completion of a criminal background check

WORKING CONDITIONS

Work is primarily performed indoors in an office or conference room setting, as well as at events and meetings throughout the community.